

AVUE Digital Services (ADS)
2010 AVUE APPLICATION INFORMATION
Instructions and Process

The Great Northern Fire Crew has now announced our vacancies for the 2010 fire season. One of the application processes that we will utilize to fill our temporary position vacancies is called the AVUE Digital Services (ADS) program. The ADS program is primarily an on-line application process, wherein an applicant develops a profile in the system, and may use that profile to apply for a number of positions within the U.S. Forest Service' hiring of temporary seasonal employees. This profile may be updated by the applicant as appropriate, and used to apply to several different openings.

The following guidance is meant to assist interested applicants in the AVUE application process. Although much of the information will pertain to the temporary application process in general, our intention here is to provide you with the information that will make your application specifically accessible to the Great Northern for consideration. We encourage you to find specific information for each fire organization for which you may be interested in applying to, as some details may differ. Much of the process is self-guided once an applicant accesses the web site. However, there have been a number of changes over the past few seasons which have added some confusion to the process.

1. Go to the AVUE Digital Services/USFS web site to begin: www.avuecentral.com
2. Develop a personal profile (self-guided instructions are provided)
3. On the page entitled, APPLICANT INFORMATION, you will need to provide the following information in order to be considered for the Great Northern:
 - * **Time Limit:** **TEMPORARY**
 - * **Work Schedule:** **FULL-TIME**
4. Upon completion of personal profile, select JOB SEARCH in the main toolbar.
 1. To search easily, search by "Filters" using the vacancies listed below.
 2. Scroll to the bottom of the page where the vacancy announcement field is located.
 3. Type in the following Vacancy Announcement number that applies to you.
 - * Entry-level **GS-3** crewmembers: **Temp-OCR-462-3-FIRE**
 - * Those with experience seeking leadership/entry-level supervisory positions will want to include the following announcement numbers:
GS-4's: Temp-OCR-462-4-HANDCREW
GS-5's: Temp-OCR-462-5-HANDCREW
 4. **Click Search to view available jobs for the Great Northern Fire Crew.**
5. When you have added the jobs you wish to apply for in your "JOB CART", click "Job Cart" in main tool bar.
6. Once you are in your Job Cart, click on the Vacancy Job Title. This will bring up descriptions and details. Double check the announcement numbers and job title before you begin the application.
7. Once you are satisfied that your information is correct, you should look on the menu column to the right for the option to **APPLY NOW** and follow directions.

For consideration for Great Northern crew jobs, provide the following information under "Applicant Information":

 - * **PREFERRED LOCATION:** **MISSOULA, MT**
 - * **Time Limit:** **TEMPORARY**
 - * **Work Schedule:** **FULL-TIME**
 - * **Travel Time:** **Leave blank**

Should you experience technical difficulties in navigating the AVUE website itself, the Great Northern has established a contact person who has spent time working with the site so you may refer your questions to: Giselle Koehn at (406) 544-6483 or (425) 422-8752, or Carrie Johnson at office: (406) 406-329-4944 or cell: (406) 249-9609.

DEADLINE for Application is April 5, 2010.